

# Examples of Policy Statements and Unit Statements & Procedures

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***The intention of this document is to help clarify the differences between a UO policy statement and a Unit policy or procedure.***

*A UO Policy Statement is posted to the UO Policy Library, while a unit policy appears on the unit's website. If applicable, a procedure may be attached to a UO policy statement. A procedure may also be a stand-alone document appearing on a unit's website. (For more information, visit: [Writing Policy Statements](#).)*

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## **A University of Oregon Policy Statement may be:**

- The rationale behind implementing a procedure which is followed by university personnel or students.
- A statement of commitment to a broad requirement.
- A principle which guides the administration, operation, and decision-making of the University of Oregon. It may list who is responsible for certain aspects of the policy.
- A statement on how to achieve the University of Oregon's goals and objectives with regard to a specific subject.
- A high-level overall plan embracing the general goals and acceptable procedures of the University of Oregon.
- Basic principles by which the university community is guided.
- A declared objective which the University of Oregon unit seeks to achieve and preserve in the interest of the university. The objective may have an institution-wide affect.
- A set of basic principles and associated guidelines, formulated and enforced by the University unit to direct and limit its actions in pursuit of the University of Oregon's institution-wide long-term goals.
- A plan or course of action intended to influence and determine decisions, actions, and other matters affecting the operations of the University of Oregon.
- Mandated by governmental requirements.



## **A Unit Statement may be:**

- A set of rules which apply only to the unit.
- Matters pertaining only to the internal procedures of a unit.
- A statement identifying and/or clarifying governmental requirements.

## A Procedure may be:

- A specified series of actions or operations which must be executed in the same manner in order to always obtain the same result under the same circumstances.
- The set of established forms or methods of an organized body for accomplishing a certain task or tasks.
- A set of established forms or methods for conducting the affairs of an organized body.
- A set of instructions.
- A traditional or established way of doing things.

## Examples:

### **UO Policy Statements:**

- A safety policy is created to state why it is important to the University and its employees to follow the procedures laid out in a safety manual. That policy would be housed in the Policy Library with links to the safety manual.
- A performance evaluation policy is created to state why the University of Oregon feels it is important to conduct performance evaluations. It may also state how often they will take place, who is responsible for completing them, and may state in general terms certain protocols to be followed. The procedures will list the specific steps needed to complete the evaluation, how to conduct the meeting to discuss the evaluation, how to fill out forms, etc. The policy would be housed in the Policy Library with links to the performance evaluation procedures.
- The Oregon Administrative Rules or other governmental laws or rules will, at times, dictate that a university has a specific policy in place. When that is the case, the policy will appear in the Policy Library. An example is OAR 580-019-0001 which states that “each institution shall have in place a comprehensive drug and alcohol abuse policy and implementation plan” that contains specific requirements of the OAR.

### **Unit Statements or Procedures:**

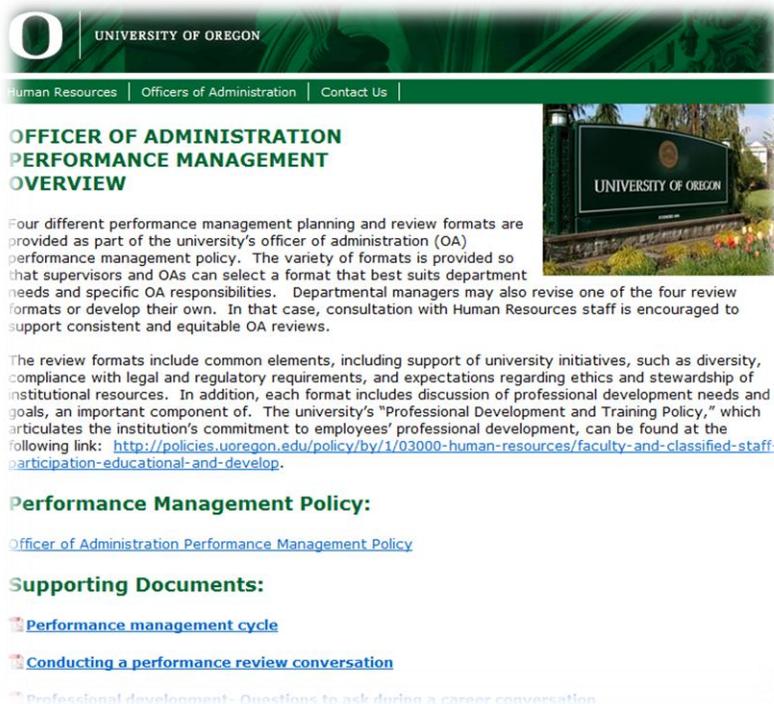
- Many actions taken at the University affect people or programs in other units, but if the primary focus of a policy is on a unit, the policy is a Unit Policy.
- The UO Library has a behavior policy listed on their website which applies to actions within the Library. It is considered a unit statement.
- If a unit lists a summary of OAR, OUS, ORS or other governmental requirements on its website, it is not a policy; and, therefore it is not required to appear in the Policy Library.
- Human Resources lists leave information pertaining to classified employees. Since the information is part of a union agreement, it is not considered a UO policy statement
- Since admission requirements are listed in the Oregon Administrative Rules, it is not necessary for the UO Office of Admissions to list those requirements. However, the Office of Admissions may list on its website a summary of the OAR requirements and list procedures required for admissions. They do

have the option of creating a policy which states their commitment to the existing OAR requirements and/or principles that the university deems important in regards to admission of students. That would be classified as a UO policy statement and would be housed in the Policy Library with links to the procedures.

- The academic calendar appears on the Registrar’s website. It is considered an informational piece to procedures since it lists procedural deadlines. Although not necessary, a policy statement could be made to accompany the calendar. As an example, the University of Minnesota has a policy stating rules for establishing the calendar and the approval process. It begins with: *“Academic calendars will be established at least four years in advance so that students may plan their schedules and University units may plan events. Revisions to approved calendars must be made no less than two years before the date the calendar goes into effect.”*

(<http://policy.umn.edu/Policies/Education/Education/ACADEMICCALENDAR.html>)

## Attention!! Policy News!!



The screenshot shows the top navigation bar of the University of Oregon website with links for Human Resources, Officers of Administration, and Contact Us. The main heading is "OFFICER OF ADMINISTRATION PERFORMANCE MANAGEMENT OVERVIEW". The text describes four different performance management planning and review formats provided as part of the university's officer of administration (OA) performance management policy. It notes that supervisors and OAs can select a format that best suits department needs and specific OA responsibilities. A link is provided for the university's "Professional Development and Training Policy". Below the text, there are sections for "Performance Management Policy" and "Supporting Documents", which include links to "Performance management cycle" and "Conducting a performance review conversation".

For an excellent example of how to list information regarding a UO Policy Statement and its procedures on a unit’s website, visit the Human Resources Officers of Administration site for performance management at the following link:

<http://hr.uoregon.edu/oa/performancemanagementpolicy.html>.